

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Duty Statement

Classification Title	District/Division/Office	
Senior Personnel Specialist	DHR/Organizational Management Section	
Working Title	Position Number	Effective
Organizational Management Specialist	702-008-1317-XXX	06/1/2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

Under the general direction of the Staff Services Manager I, the Senior Personnel Specialist performs technical position management related activities for a roster of Caltrans' districts. The Senior Personnel Specialists ensures compliance with regulations, policies, laws and rules. The Senior Personnel Specialist demonstrates a positive attitude and a commitment to provide the highest quality service that is accurate, timely, and exceeds our customers' needs at all times.

TYPICAL DUTIES

Percentage / Essential (e) / Marginal (m)

- 40% (E) Acts as the position management subject matter expert for the Department. Provides guidance to District/Division Budget Officers/Resource Managers regarding laws and rules governing position management. Reviews all PARFs on a timely basis prior to sending to the Operations analyst to ensure requested position actions adhere to laws and rules and determines impact of requested action on current and proposed positions, if applicable. Maintains the Department's Position Tracking Automated System (PTAS). Updates PTAS to reflect the most recent changes to the position including appointment/separation information, and reclassification or transfer of the position. Upon receipt of the approved PARF from the Operations analyst, reviews document for accuracy and updates PTAS.
- 30%(E) Monitors the authorized position level for each District to ensure compliance with its position allocation as set by HQ Budgets, including the transfer of positions between Districts by Allocation Change Request (ACR). Monitors positions loaned/borrowed between Districts. Works with the Districts/Divisions to resolve position discrepancies on the semi-monthly PTAS reports. Monitors potential Government Code 12349 positions to ensure they are filled timely.
- 20% (E) Reviews and processes the monthly Periodic Position Control Report and View Direct Reports to reconcile positions with the State Controller's Office. Works with the State Controller's Office to reconcile vacant positions on the Abolished Position Report (GC12439) process. Run, format and distribute semi-monthly PTAS reports on a rotational basis.
- 5% (E) Provides data and reconciles positions for Budget "drills"; for example, Vacancy drills, Position Reduction drills, etc.
- 5% (M) Reads, implements, maintains, and files all revisions to control agency manuals, memos, pay letters, and procedures.

[†] ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

SUPERVISION EXERCISED

None.

KNOWLEDGE AND ABILITIES

The incumbent must be familiar with the Department's mission and goals, possess knowledge of the appointment process and position management process, monitor data, and must be computer literate (preferably with experience in Windows and Microsoft Office Suite, including Excel). The incumbent must be able to reason logically and creatively; present ideas and information orally, in writing, and presentation format; maintain accurate records; learn and apply personal computer and data information systems; and determine priorities. The incumbent must be able to interpret civil laws and rules and various personnel manuals from SCO, PERS, and DPA as well as departmental procedures and bargaining unit MOUs.

RESPONSIBILITY FOR DECISIONS/CONSEQUENCE OF ERROR

The incumbent is responsible for effectively planning, coordinating, and executing position management related activities. Poor judgment in monitoring, evaluating and reporting information could affect the quality of personnel and payroll-related services to internal and external customers and may result in the loss of positions and the requisite funding.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACT

The incumbent will work with all levels of Caltrans staff and management, and representatives of State control agencies.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships with staff as well as other departmental employees, must respond appropriately to difficult situations, must recognize emotionally charged issues or problems, and must facilitate effective solutions.

I have read, understand and can perform the duties listed above. If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor signature

Date